

Court – Clerical

The City of East Ridge is accepting applications for a clerical position in the Municipal Court. Qualified applicants will have a minimum of a high school diploma or equivalent, four (4) years of combined clerical experience in a high production office environment involving public contact, three (3) years customer service experience, or any equivalent combination of specialized training, education and experience which provides the requisite knowledge, skills and abilities for this position. Candidates must have a proven track record of strong moral character and impeccable integrity. A thorough background investigation will be conducted to validate the candidate's qualifications and suitability for this position. The candidate must possess excellent interpersonal and communication skills; and the ability to represent the Court Clerk to the community, staff, media and City management effectively. Applications may be submitted electronically to amiles@eastridgetn.gov or mailed to Ashley Miles, 1517 Tombras Avenue, East Ridge, TN 37412.

OPEN UNTIL FILLED

The City of East Ridge is an Equal Opportunity Employer,
and Tennessee Drug Free Workplace.